## VISAYAS STATE UNIVERSITY ViSCA, Baybay City, Leyte

## DAILY TIME RECORD

## FIDEL D. CABILLO

(Name)

|                            | ()                  |
|----------------------------|---------------------|
| For the month of           | November 1-30, 2021 |
| Official hours for arrival | (Regular days)      |
| and departure              | (Saturdays          |
|                            |                     |

| 2 6:25 10:40 3 6:25 10:40 4 6:25 10:40 5 6:25 10:40 6 SA 7 SS 8 H6 9 6:25 10:40 10 6:25 10:40 11 6:25 10:40 12 6:25 10:40 13 SA  | OLIDAY 12:33 12:33 12:33                            | 5:05<br>5:05<br>5:05<br>5:05 | UNDERTIME<br>Hrs/Min.  |
|--|---|------------------------------|--|
| E  | OLIDAY  12:33  12:33  12:33  12:33  TURDAY          | 5:05<br>5:05<br>5:05         |  |
| E         H           2         6:25         10:40           3         6:25         10:40           4         6:25         10:40           5         6:25         10:40           6         SA           7         SI           8         H0           9         6:25         10:40           10         6:25         10:40           11         6:25         10:40           12         6:25         10:40           13         SAT | OLIDAY  12:33  12:33  12:33  12:33  TURDAY          | 5:05<br>5:05<br>5:05         |  |
| 2 6:25 10:40 3 6:25 10:40 4 6:25 10:40 5 6:25 10:40 6 SA' 7 SI 8 H0 9 6:25 10:40 10 6:25 10:40 11 6:25 10:40 12 6:25 10:40 13 SA'  | 12:33<br>12:33<br>12:33<br>12:33<br>12:33<br>TURDAY | 5:05<br>5:05                 |  |
| 3 6:25 10:40 4 6:25 10:40 5 6:25 10:40 6 SA 7 SI 8 H0 9 6:25 10:40 10 6:25 10:40 11 6:25 10:40 12 6:25 10:40 13 SA   | 12:33<br>12:33<br>12:33<br>TURDAY                   | 5:05<br>5:05                 |  |
| 4 6:25 10:40 5 6:25 10:40 6 SA 7 SI 8 H0 9 6:25 10:40 10 6:25 10:40 11 6:25 10:40 12 6:25 10:40 13 SA  | 12:33<br>12:33<br>TURDAY                            | 5:05                         |  |
| 5     6:25     10:40       6     SA       7     SI       8     Ho       9     6:25     10:40       10     6:25     10:40       11     6:25     10:40       12     6:25     10:40       13     SA   | 12:33<br>TURDAY                                     |                              |  |
| 6 SA<br>7 SI<br>8 H0<br>9 6:25 10:40<br>10 6:25 10:40<br>11 6:25 10:40<br>12 6:25 10:40<br>13 SA   | TURDAY  | 5.05                         |  |
| 7 SI<br>8 H0<br>9 6:25 10:40<br>10 6:25 10:40<br>11 6:25 10:40<br>12 6:25 10:40<br>13 SAT  |   | 3.03                         |  |
| 7         St           8         H0           9         6:25         10:40           10         6:25         10:40           11         6:25         10:40           12         6:25         10:40           13         SAT  | INDAV   |                              |  |
| 9 6:25 10:40<br>10 6:25 10:40<br>11 6:25 10:40<br>12 6:25 10:40<br>13 SAT  | CINDAI  |                              |  |
| 10     6:25     10:40       11     6:25     10:40       12     6:25     10:40       13     SAT   | HOLIDAY   |                              |  |
| 11 6:25 10:40<br>12 6:25 10:40<br>13 SAT   | 12:33   | 5:05                         |  |
| 12 6:25 10:40<br>13 SAT  | 12:33   | 5:05                         |  |
| 13 SAT   | 12:33   | 5:05                         |  |
| 571  | 12:33   | 5:05                         |  |
|  | SATURDAY  |                              |  |
| 14 St  | SUNDAY  |                              |  |
| 15 6:25 10:40  | 12:33   | 5:05                         | NAME OF THE PERSON OF THE PERS |
| 16 6:25 10:40  | 12:33   | 5:05                         |  |
| 17 6:25 10:40  | 12:33   | 5:05                         |  |
| 18 6:25 10:40  | 12:33   | 5:05                         |  |
| 19 6:25 10:40  | 12:33   | 5:05                         |  |
| 20 SAT   | TURDAY  |                              |  |
| 21 SU  | SUNDAY  |                              |  |
| 22 6:25 10:40  | 12:33   | 5:05                         | ***************************************  |
| 23 6:25 10:40  | 12:33   | 5:05                         |  |
| 24 6:25 10:40  | 12:33   | 5:05                         |  |
| 25 6:25 10:40  | 12:33   | 5:05                         |  |
| 26 6:25 10:40  | 12:33   | 5:05                         |  |
| 27 SAT   | SATURDAY  |                              |  |
| 28 SU  | SUNDAY  |                              |  |
| 29 6:25 10:40  | 12:33   | 5:05                         |  |
| 30 HO  | LIDAY   |                              |  |
|  | 1   |                              |  |
|  |   |                              |  |

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from Office.

VERIFIED as the prescribed office hours:

SHALOM GRACE C. SUGANO, Ph.D.

VSUIHS Principal